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82-1343

11 May 1982

MEMORANDUM FOR: See Distribution

FROM: Executive Director

SUBJECT: Restructuring of the Office of Equal Employment Opportunity

1. In order to centralize the Agency's Equal Employment Opportunity (EEO) structure and strengthen our commitment to positive affirmative action, I am making two organizational changes in the Office of EEO. Effective 1 June 1982 the 11 EEO positions currently in the Directorates and E Career Service will be transferred to the OEEO. The current incumbents may also transfer if they wish. These Directorate representatives will support the needs of the Directorates and Independent Offices and conduct all Agency EEO counseling. They will report to one of two OEEO Deputies, the Deputy for Directorate Affairs.

2. The OEEO Complaint Staff (five full-time positions) will be transferred to the Office of the Inspector General, which will now investigate all EEO complaints. After investigations are completed, concerned Directorates will still have the opportunity to settle complaints informally. If an informal settlement is not reached, the D/EEO will retain the authority to issue a proposed disposition.

3. The remaining elements of OEEO will report to the Office's Deputy for Programs and Evaluation and will concentrate on improving our record in minority recruitment and all other aspects of affirmative action.

4. I would like John Dohring to work out the details of the above changes with the four Deputy Directors and Chuck Briggs (both as IG and E Career Service Chairman).

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JOHN N. McMANIS

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